

## PURCHASING AND ACCOUNTS PAYABLE SUPERVISOR

<b>EDUCATION:</b>	Bachelor's Degree in Marketing
<b>JOB RELATED EXPERIENCE:</b>	2 years
<b>SUPERVISION GIVEN:</b>	Employees – 6 FTEs
<b>SUPERVISION RECEIVED:</b>	Director of Business Services
<b>WORKING CONDITIONS:</b>	N/A

**JOB SUMMARY:** The Supervisor of Purchasing/Accounts Payable is responsible for coordinating and supervising the purchase of all equipment and supplies in compliance with state laws and District policies, payment of invoices, and warehouse management.

### DUTIES:

1. Decides if orders comply with State laws and if district regulations are followed, if expenditure is budgeted for, if size or type of expenditure warrants getting quotes, or if order may be filled from inventory.
2. Decides if annual contracts for services and supplies would result in savings for district, and sets up ones which would.
3. Prepares and maintains inventory records.
4. Negotiates prices, assists with order problems and works with vendors on orders.
5. Implements the Non-Public Aid f or textbook program, decides if each item requested meets State definition of eligible materials, submits authorization for payments.
6. Maintains records and compiles state reports on Non-public aid and state contracts.
7. Conducts product analysis for items to be purchased and decides if product meets district criteria.
8. Compiles and writes specifications for quotations and bids.
9. Compiles the district wide requests for equipment and supplies.
10. Recommends purchases of equipment and supplies for standardization of quantity purchases to save money.
11. Compiles orders for Elementary School supplies and equipment, including authorization for payment.
12. Maintains a library of brochures and catalogs of supplies and equipment.
13. Provides unit administrators with cost information and data for budget information.
14. Gives advice about cost saving procedures including timely purchases.
15. Assists administrators with physical equipment inventory control procedures.
16. Checks surplus equipment and determines status, i.e., to place in inventory or sell.
17. Implements sale of surplus equipment.
18. Directs, trains, and makes recommendations regarding the performance of departmental personnel.
19. Directs Accounts Payable process, checking invoices communicating with school personnel, working with vendors and resolving problems or disputes.
20. Verifies printouts and determines correct account codes when needed.
21. Assures current consultant contracts are on file and verifies bills against contract, assuring compliance.
22. Verifies past payments on contracts, leases, etc.
23. Decides delivery schedules for warehouse personnel.
24. Decides on priority deliveries.
25. Decides on schematic of inventory placement within warehouse for most efficient operation and decides on quantities to order for stock.

26. Checks inventory levels, decides on reorder points.
27. Prepares for and assists in annual inventory audit.
28. Directs the workers of warehouse; meets with them at the warehouse to discuss goals, policies and problems.
29. Maintains district records for purchasing and accounts payable.
30. Interviews and recommends personnel for hire.
31. Responds to questions from staff and public.
32. Explains district policies regarding purchasing and accounts payable.
33. Participates in professional organizations to gain knowledge and expertise.
34. Decides on equipment needs for purchasing/accounts payable office and warehouse, recommends capital outlay budget for these areas.
35. Receives information, including demonstrations, on new products and distributes information as needed.
36. Evaluates bids and quotations; makes decision on low price meeting specifications.
37. Makes recommendations for purchasing items requiring action by the Board of Education.
38. Decides on supplies needed and maintains inventory for efficient operation of District Administration Office.
39. Meets with vendors to discuss problems, prices, policies, and needs.
40. Decides on vendors to supply items needed for school district operation.
41. Reviews processes used in Purchasing, Accounts Payable and Warehouse to decide on any necessary changes for more efficient operation.
42. Performs other duties as assigned.
43. All work is done on a full time, twelve month basis.